

TRANSCRIPT REQUEST

I have received a Missouri Certificate of High School Equivalence (GED), and need an additional transcript(s), and/or certificate. My personal information is as follows:

NAME (WHEN TESTED)

SOCIAL SECURITY NUMBER

SIGNATURE

DATE OF BIRTH

TEST CENTER/CITY WHERE TESTED

APPROX. YEAR WHEN TESTED

PHONE NUMBER

I AM REQUESTING:

☐ An **OFFICIAL TRANSCRIPT** - this document is necessary for admission to post-secondary education or employment.

Complete and mail this form, along with a **\$2.00 fee**, per copy, to the address above.

☐ A **DUPLICATE CERTIFICATE** - this may be framed for display, and comes with one Official Transcript.

Complete and mail this form, along with a **\$15.00 money order** payable to “**Treasurer, State of Missouri**”, to the address above.

For faster service send your request and fee through an overnight mail service along with a self-addressed stamped overnight envelope for the return. We will process it the same day we receive it. Use our physical address for overnight service: 205 Jefferson Street

Please send my ___ **Official Transcript** ___ **Duplicate Certificate** to the following:

NAME

ADDRESS

CITY

STATE

ZIP

Please send my ___ **Official Transcript** ___ **Duplicate Certificate** to the following:

NAME

ADDRESS

CITY

STATE

ZIP

IF APPLICANT IS UNDER 18 YEARS OF AGE, PARENT **MUST** SIGN PERMISSION:

PARENT SIGNATURE

DATE

For your protection, the Privacy Act of 1974 requires written permission signed by you in order to release GED Test results. Records will not be released by fax or over the telephone. For security and authenticity purposes, official certificates and transcripts are mailed directly from the State GED Office to the institution, employer, agency or individual. Credential received by any other means, i.e., fax, photocopy, or from an individual, are not official and may not be valid.